



COMMUNITY ENHANCEMENT FUND FY14

**APPLICANT TRAINING
SESSIONS**

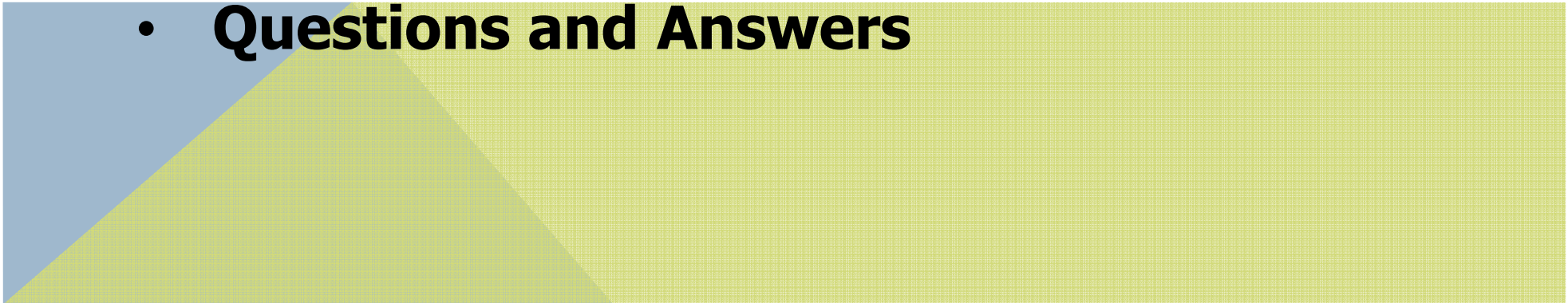
APRIL 2 & 3, 2013

DO NOT FORGET TO SIGN IN!



- Only agencies represented at the training are eligible to apply
- Please sign in using your agency's full legal name

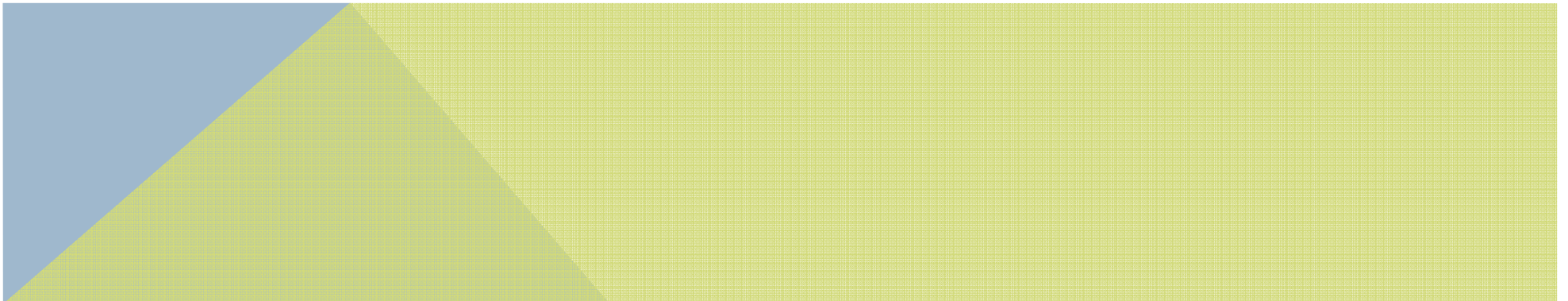
GOALS OF COMMUNITY ENHANCEMENT FUND TRAINING SESSION

- **GivingMatters and The Community Foundation**
 - **Purpose and Definitions – Legal Basis**
 - **Who Can Apply**
 - **Grant Conditions**
 - **How to Apply**
 - **Application Packet**
 - **Questions and Answers**
- 

GivingMatters and The Community Foundation

WELCOME!

**Beth Groves/
Laurel Fisher**



GivingMatters.com

- An initiative of The Community Foundation of Middle Tennessee
- A public database containing profiles of more than 1,300 Middle Tennessee nonprofits
- Informs and enriches local giving by making comprehensive information accessible to donors, funders, and the community



Informed. Giving.
GivingMatters.com is the place to find detailed information about Middle Tennessee's nonprofits. The information helps you make the best decisions about charitable giving. The steps are simple. Find a nonprofit. Learn about its mission, programs, leadership and financial information. Make a gift today.

Find Nonprofits

- 1 [Find](#) an organization
- 2 [Learn](#) about community issues
- 3 [Give](#)

Organization Name

[Search»](#)

[Find](#)

[Learn](#)

[Give](#)

[Contact GivingMatters.com](#)

[Home](#)

[Help?](#)

Welcome to GivingMatters.com, an online database of high-quality, comprehensive information about more than 1,200 Middle Tennessee nonprofits at your fingertips!

- **FIND** a nonprofit that fits your interests – to make a donation, volunteer, or access services
- **LEARN** about issues affecting Middle Tennessee, and ways to help, through new Issue Overview articles and videos
- **GIVE** to an organization easily and securely by making a one-time gift or setting up a recurring donation

[Employment Opportunities](#)



Join the Family! Find GivingMatters.com on Facebook and Twitter to learn more about nonprofits in your community, upcoming events, current trends in philanthropy, and issues facing Middle Tennessee.



GivingMatters.com on Facebook

[Like](#) You like this.



GivingMatters.com via The Community Foundation of Middle Tennessee

Are you thinking about letting someone special know you care this Valentine's Day? Would they love a gift that gives back? Consider a charitable Giving Card they can use to support any charity they care

I would like to profile my nonprofit organization on GivingMatters.com.

Learn more about Giving Options at The Community Foundation of Middle Tennessee

Tennessee Performing Arts Center

REVIEWED
BY YOUR COMMUNITY FOUNDATION

Donate Now

Last Updated: 1/19/2012

Overview

General Information

Statements and Search Criteria

Programs

Management

Governance

Financials

Other Documents

Donate Now



Tennessee Performing Arts Center

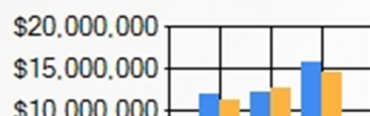
Overview

The mission of the Tennessee Performing Arts Center is to create a lifetime of meaningful and relevant experiences through the performing arts.

[More Background](#)

Financials

Revenue vs. Expense



Programs

Humanities Outreach in Tennessee (HOT)

ArtSmart

InsideOut

Wolf Trap Early Learning Through the Arts

[View Program Details](#)

Expense Breakdown 2010 (000s)



+ Reset Text Size -

[View Printable Profile](#)

[View Printable Summary](#)

[+ Share](#) | [f](#) [t](#) [e](#)

Cheatham County Animal Awareness Foundation

General Information

Statements and Search Criteria

Programs

Governance

Management

Financials

Other Documents

Multi-media

Customer Service

Review Changes or Send to Foundation

View All Form Notes

Preview

Click the [preview](#) button to see your changes.

Status: **ACTIVE**

Number of Changes: 0 [View Changes](#)

All
Information
Public

Not approved

[Make Approval Decision](#)

This page has not been approved yet

Statements and Search Criteria

Statements

Mission Statement

A mission is a brief statement of your ultimate goals or the "big idea" behind your programs/activities. It is often broader than your impact statement. Character limit of 2,000, including spaces.

B **U**

The mission of Cheatham County Animal Awareness Foundation is to find responsible homes for adoptable animals being held at the Cheatham County Animal Control; help to control overpopulation through spay/neuter assistance; and provide a comfortable place for the animals at Animal

Normal HTML Preview

Words:42 Characters:290

The mission of Cheatham County Animal Awareness Foundation is to find responsible homes for adoptable animals being held at the Cheatham County Animal Control; help to control overpopulation through spay/neuter assistance; and provide a comfortable place for the animals at Animal Control.

Impact Statement

List your organization's top three to five accomplishments from the past year and your organization's top three to five goals for the current year. Accomplishments and goals can relate to programs, management, and/or finances. Character limit of 2,000, including spaces.

B **U**

1. Provides a 60% adoption/foster rate for animals at Cheatham County

Notes on Statements and Search Criteria

Learn

+ Reset Text Size -

Issue Overviews

Rotating Issue Overviews highlight community needs, as well as challenges and opportunities for charitable giving in issue areas spanning arts to zoology throughout Middle Tennessee. The following Issue Overviews are based, in part, on research, interviews, focus groups and studies conducted by local journalists and by The Community Foundation of Middle Tennessee. Do you care deeply about an issue that has not yet been highlighted on this page? Contact us to submit a request.

Click below on an issue that interests you. Learn more about needs in Middle Tennessee, and view lists of regional nonprofits meeting those needs.

[Affordable Housing](#)

[2010 Middle Tennessee Flood](#)

[Addiction](#)

Animal Welfare

[Domestic Violence](#)

[Early Childhood Education](#)

[Elder Care & Senior Centers](#)

[Gangs in Middle Tennessee](#)

[Giving in Hard Economic Times](#)

[GLBTQ](#)

[Hunger and Food Security](#)

[Homelessness](#)

Animal Welfare



Pet overpopulation is the most serious issue facing domesticated animals in Middle Tennessee. Many ongoing animal-related issues – including dog bites, disease, animal hoarding, cruelty to animals, and high euthanasia rates in shelters – ultimately stem from overpopulation, which has posed a complex dilemma in Middle Tennessee and across the country for decades. More attention has been brought to this issue in the last 15 years, and many nonprofit groups in Middle Tennessee are working to offer low-cost spay/neuter services. Some government-funded animal-control programs also offer spay/neuter and adoption services.

[Read more](#)

[Category Search](#)

[View Organizations](#)

[Send to a Friend](#)

GivingMatters.com

- PROFILE UPDATES:

- Review program descriptions, Board list & term dates, management team, fiscal year dates, income/expense projections, and narrative portions of profile

- UPLOAD MOST RECENT:

- **Form 990** (and **audit**, if applicable) (Financials page)
 - **Charitable Solicitations** document (Other Docs page)
 - **Organizational Budget** (Other Docs page)

Documents must be converted to .pdf files to upload

GivingMatters.com

- *To initiate a new profile:*
 - Pick up **Nonprofit Information Form**
 - Return to Laurel Fisher (lfisher@cfmt.org)
- *For assistance, contact your Profile Coach:*
 - 0-1 / A-F: Beth Groves (bgroves@cfmt.org)
 - G-Z: Laurel Fisher (lfisher@cfmt.org)

615.321.4939

GivingMatters.com

New profiles should be initiated before:

April 12

PROFILE UPDATE DEADLINE:

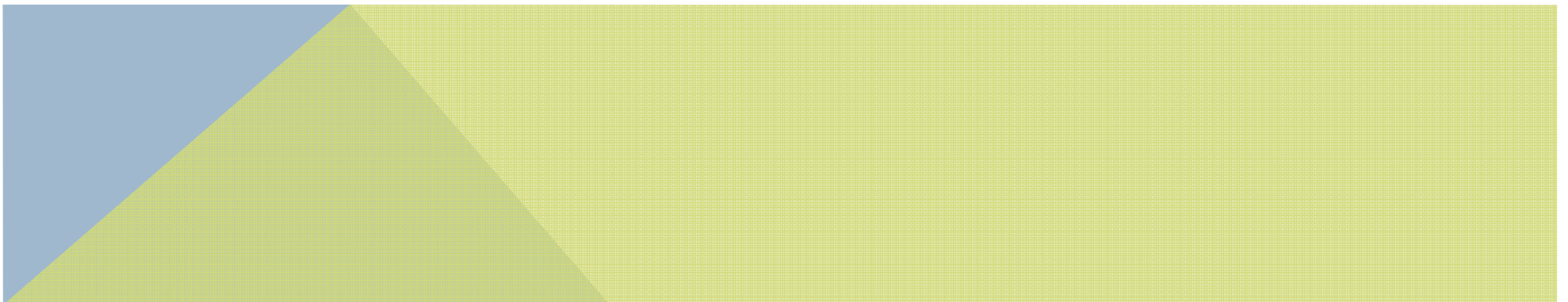
April 19

Don't forget to submit your changes!

COMMUNITY ENHANCEMENT FUND PURPOSE

Meet community needs by funding:

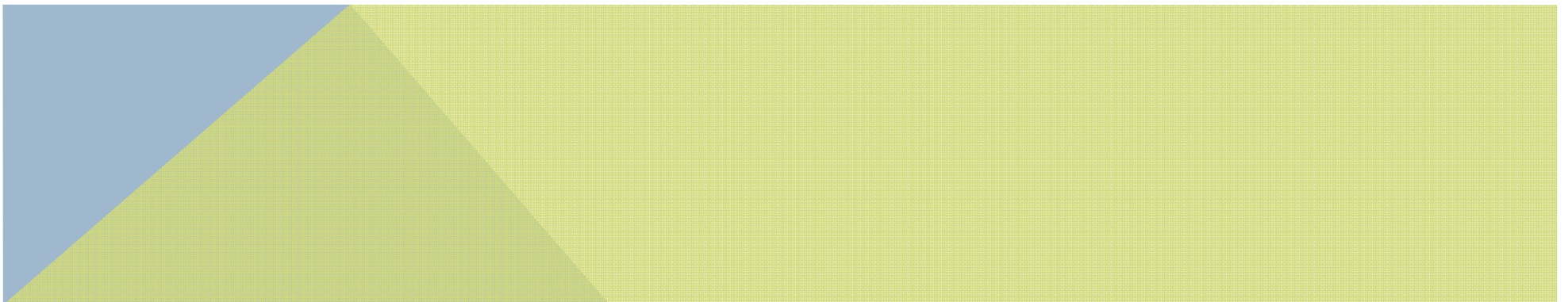
- **Services not currently provided by Metro Nashville Government**
- **Services which enhance those already provided by Metro Nashville Government**



FY14 SERVICE CATEGORIES

New Service Category for FY14:

- **Literacy**
- **Domestic Violence**
- **Community Service**
- **Afterschool Programs**



COMMUNITY ENHANCEMENT FUND SERVICE CATEGORY DEFINITIONS

Literacy (New for FY14)

- **For adults - defined as proficiency in reading comprehension and writing, and in speaking and understanding the English language**

For youth - also includes reading readiness skills

- **Priorities – adult literacy (but not to the exclusion of youth literacy). Within youth , priority is given to youth who read below grade level or who need English language acquisition**

COMMUNITY ENHANCEMENT FUND SERVICE CATEGORY DEFINITIONS

Domestic Violence

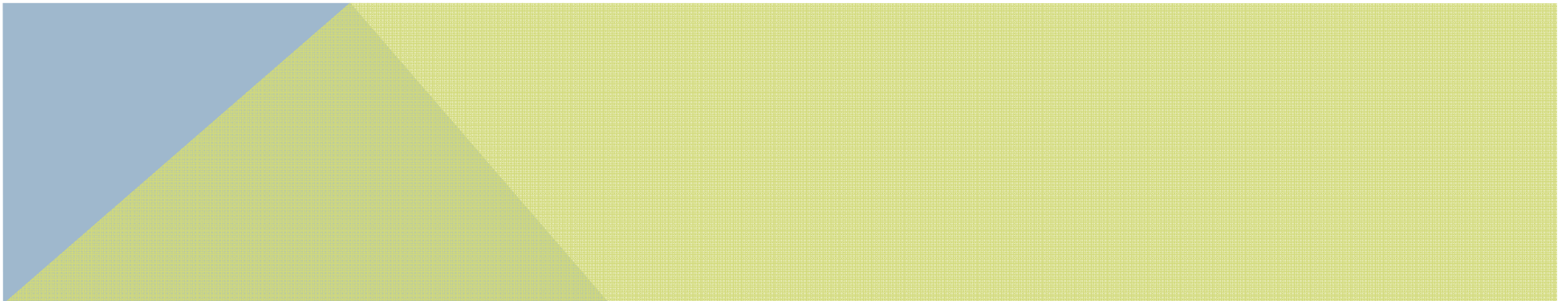
- **Defined as violence against women and children in the home by a spouse or partner**
- **Focus is personal safety and family protection**
- **Priorities are (in order): Shelter, Case (Legal) Advocacy, and Counseling**
- **Services must be specific to domestic violence issues**

COMMUNITY ENHANCEMENT FUND SERVICE CATEGORY DEFINITIONS

Community Service

Services provided for individuals and families experiencing economic crisis:

- **Housing** (rent, mortgage, utilities)
- **Food**
- **Case Management Services** that support Housing and/or Food for those experiencing economic crisis



COMMUNITY ENHANCEMENT FUND SERVICE CATEGORY DEFINITIONS

Community Service (continued)

- **Housing is defined as shelter-related needs such as rental assistance, mortgage assistance, utility assistance**
- **Domestic violence-related housing services should apply under Domestic Violence category**
- **No funding is available for services for those already homeless**
- **No funding is available for job training or job placement**

COMMUNITY ENHANCEMENT FUND SERVICE CATEGORY DEFINITIONS

Afterschool Programs

- **Structured out-of-school programs for children and youth, Pre-K through high school diploma, that promote student success**
- **Provide academic enhancement, life skills, community service, recreation, and/or preparation for post-secondary activities**
- **Are provided at least 3 days per week over an extended period of time – at least 180 hours total per child**

COMMUNITY ENHANCEMENT FUND SERVICE CATEGORY DEFINITIONS

“Extended Period of Time”

Afterschool Examples


- **2 hours/day for 4 days/week for 24 (of the 36) weeks during the school year = 192 hours**

Summer Camp Examples

- **8 hours/day for 5 days/week for 5 weeks of summer vacation = 200 hours**
- **8 hours/day for 4 days/week for 6 weeks of summer vacation = 192 hours**

A CAUTION ABOUT SUMMER CAMP

The FY14 grant period is 7/1/13 - 6/30/14

- **The 180 program hour minimum must be completed and all reimbursable expenses must be incurred within the grant period above.**
 - **An agency applying for summer camp funding for a program that will be held in 2013 needs to be able to handle the financial burden of supporting the program in the event its grant application is not funded or the contract execution is delayed.**
- 

AFTERSCHOOL PROGRAMS PROGRAM DESIGN FACTORS AS ALIGNED WITH NASHVILLE AFTER ZONE ALLIANCE

- **Health, Safety and the Environment**
- **Relationships**
- **Programming and Activities**
- **Staffing and Professional Development**
- **Administration**

Summaries of these Program Design Factors are located in the CEF Handbook and Application. Details are available in the 18-page NAZA Manual on our website.

Regular evaluations of your programs are highly recommended, but do not affect your score on this grant

FUNDING AMOUNTS

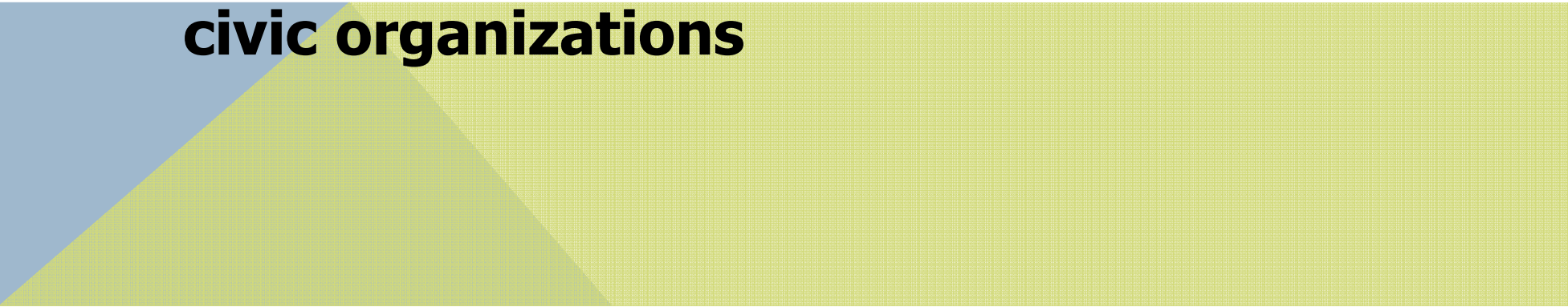
For FY14, Service Categories are recommended to be funded as follows:

- **Literacy \$350,000**
- **Domestic Violence \$675,000**
- **Community Service \$450,000**
- **Afterschool Programs \$675,000**

Note: Requested amounts for this year (FY14) will not be known until the Mayor presents his budget to Council in April. Final Service Category allocations are determined by Metro Council when it passes the Metro budget by the end June.

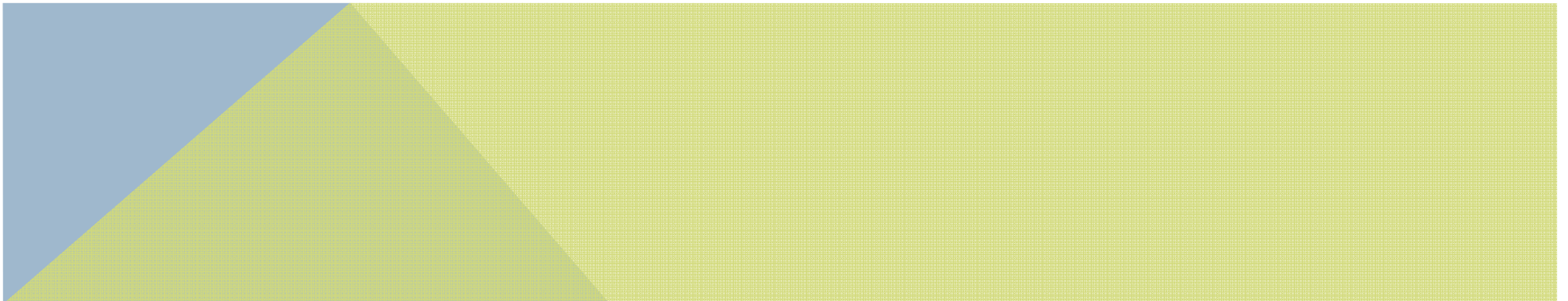
Approved funding amounts will be posted on the DGC website

LEGAL BASIS FOR GRANTS

- **The Legal basis for Metro's appropriations to non-profit organizations is found in TCA §7-3-314 and TCA §6-54-111**
 - **These statutes require that organizations desiring financial assistance from a metropolitan government be non-profit, charitable or civic organizations**
- 

WHO CAN APPLY

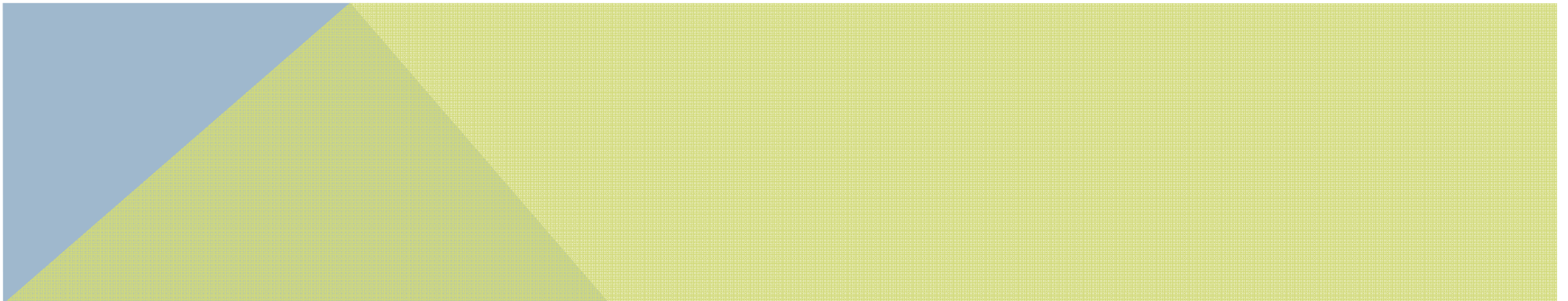
**There are no exceptions to the
eligibility requirements**



WHO CAN APPLY

Organizations with a Non-Profit Status

- **501 (c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S.C.A.**
- **Updated Profile on GivingMatters.com will be verified**



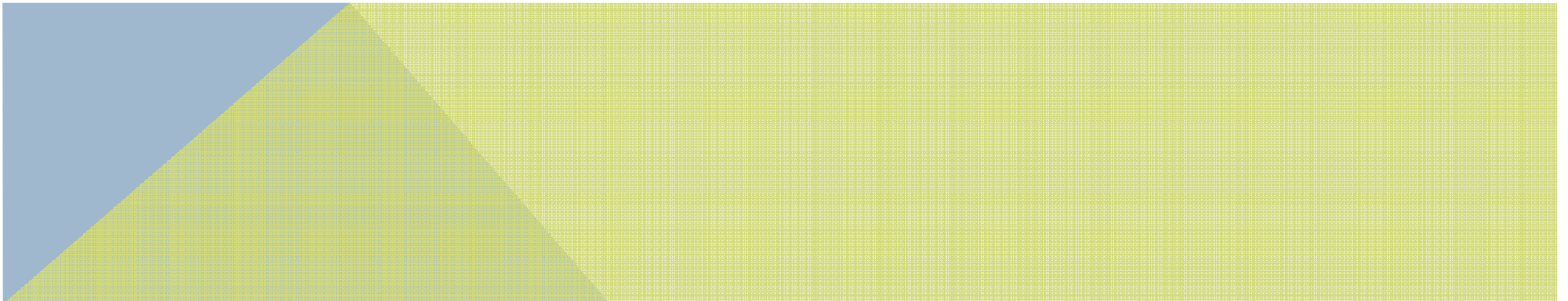
WHO CAN APPLY (continued)

- **Must be registered with the Tennessee Secretary of State Business Office to do business in Tennessee**
- **Also, Tennessee Secretary of State Office of Charitable Solicitations and Gaming**
 - **Registration with Office**
 - **File necessary report if organization meets threshold requirement**

Note: please use same legal name in both offices

WHO CAN APPLY (continued)

- **Agency must be in existence and registered with the Secretary of State for at least 3 years by April 26, 2013**
- **Must be delivering services to the citizens of Davidson County**
- **Must attend this training**



WHO CAN APPLY (continued)

- **Must have an audit conducted of the latest completed fiscal year by a Certified Public Accountant completed within the preceding 12 months of the application due date (April 26, 2013). In cases where the fiscal year-end does not allow enough time for the completion of the audit by the application date, the previous year's report would be acceptable if completed within the preceding 12 months of the application date.**

EXAMPLES

Scenario #1) ABC, Inc. runs on a July-June fiscal year

The last audit report issued was December 15, 2011, which covered the fiscal year July '10-June '11.

ABC, Inc. is currently having the audit performed for fiscal year July '11-June '12, but the audit has not been completed.

We will accept the December 15th audit even though it was issued beyond the 12 months preceding the application date (April 26, 2013), because it has not been 12 months since the end of their fiscal year 2012, and it is not unreasonable for audits to take that long to perform.

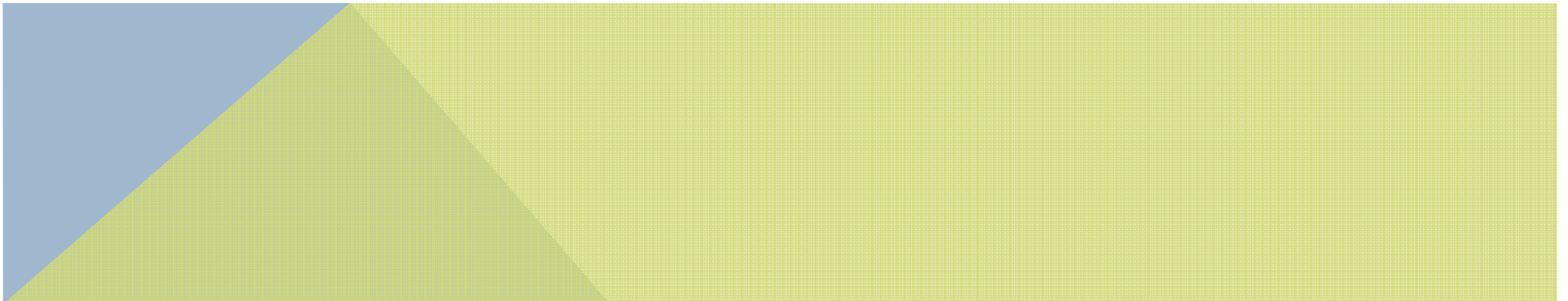
Scenario #2) ABC, Inc. runs on a July-June fiscal year

Their last audit report was issued December 15, 2011, which covered the fiscal year **July '09-June '10.**

We will **not accept the December 15, 2011 report because it has been over 12 months since their fiscal year 2011 ended.**

WHO CAN APPLY (continued)

- **Prior recipients of Metro Direct Appropriations or CEF grants with unresolved findings from monitoring by the Metro Office of Financial Accountability are not eligible to apply**
- **Prior recipients of CEF grants who have not submitted Interim Reports are also ineligible**



GRANT CONDITIONS

Total funds requested must not exceed 20% of the Agency Total Revenues for the Fiscal Year covered by the most recent Audit

Agency Total Revenue listed on your Cover Sheet of your application (Part 1 of 4) must NOT include the value of In-kind Contributions

Exceeding 20% or including In-Kind Contributions will make application ineligible for funding

Example:

Total Revenues = \$100,000

Maximum Request = \$20,000

GRANT CONDITIONS (continued)

- **One** Application for **one** Service Category per agency only

- **FUNDING LIMITATIONS**

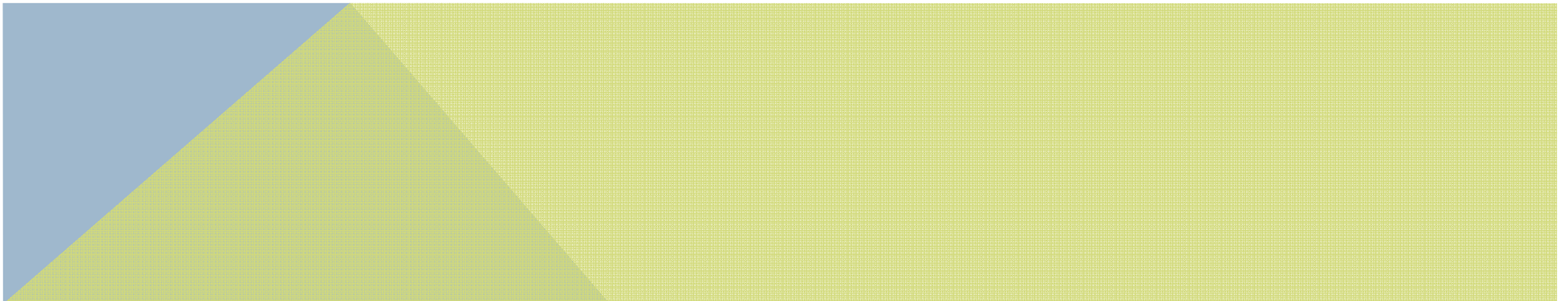
CEF Grant Funding can only be used for program-specific operating expenses not for general agency administrative expenditures, such as:

- main office rental and utilities
- main office printing and postage
- main office administrative expenses

GRANT CONDITIONS (continued)

UNALLOWABLE EXPENSES

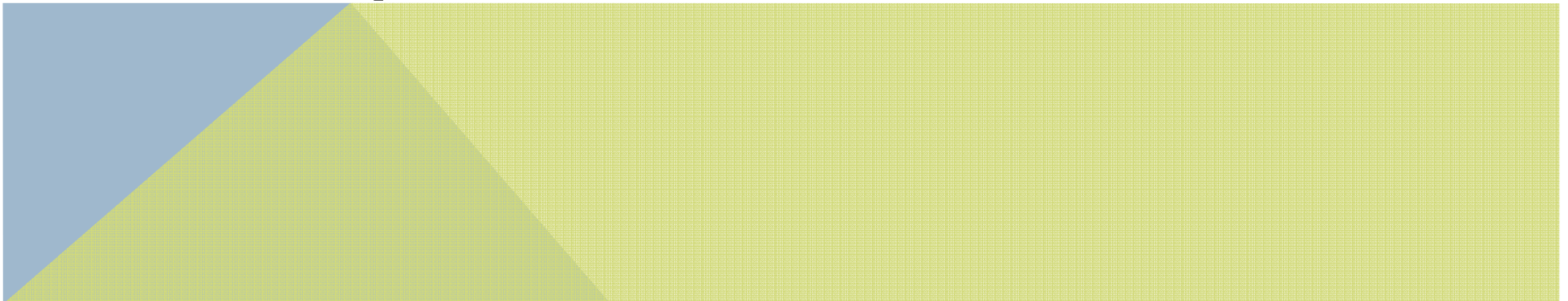
- Can be viewed in the METRO GRANTS MANUAL located on CEF Website at:
<http://www.nashville.gov/Finance/Management-and-Budget/Division-of-Grants-Coordination/Community-Enhancement-Fund-Grants-/Community-Enhancement-Fund-Resources-Main.aspx>
- Depreciation is not an allowable expense
- No grants for capital projects:
 - Construction
 - Renovations (Building or Property)



GRANT CONDITIONS (continued)

Agencies may apply only for program-specific funding:

- **Materials/services to be used by beneficiaries**
- **Equipment to be used to deliver services to beneficiaries**
- **Staff or supervision of staff providing services to beneficiaries, including Executive Director's salary; if that portion of the salary can be tied directly to the program (i.e. if 20% of time is spent on program, then 20% of salary is allowable)**



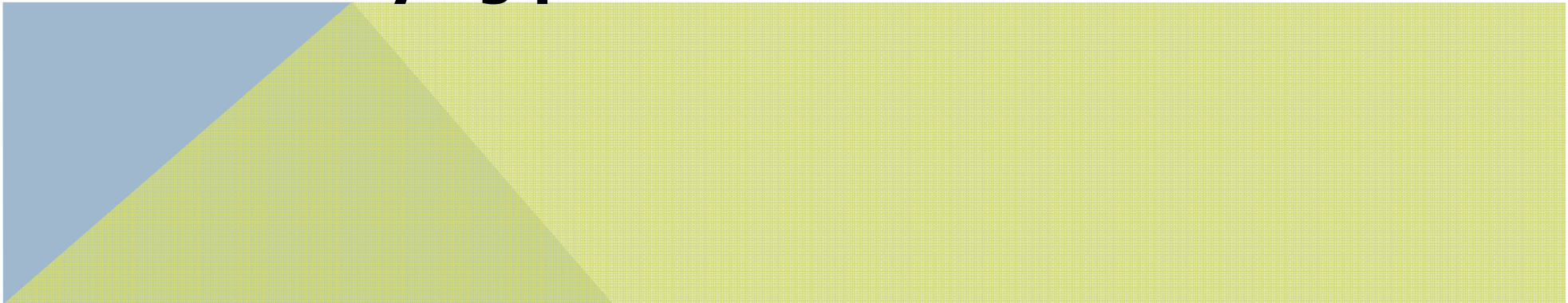
GRANT CONDITIONS (continued)

INDIRECT COSTS:

- **Indirect Costs may be allowable if the indirect cost rate is supported by an Indirect Cost Plan that equitably allocates costs to all programs**
- **In order to claim indirect costs, applicants must attach their board approved Indirect Cost Plan to the application**
- **Indirect Costs Plans will be reviewed by the Office of Financial Accountability (OFA) to determine adequacy and equitable allocation of costs**
- **If OFA determines the Plan is inadequate or not equitable, that line item will not be considered an allowable cost and the requested amount will be reduced**

GRANT CONDITIONS (continued)

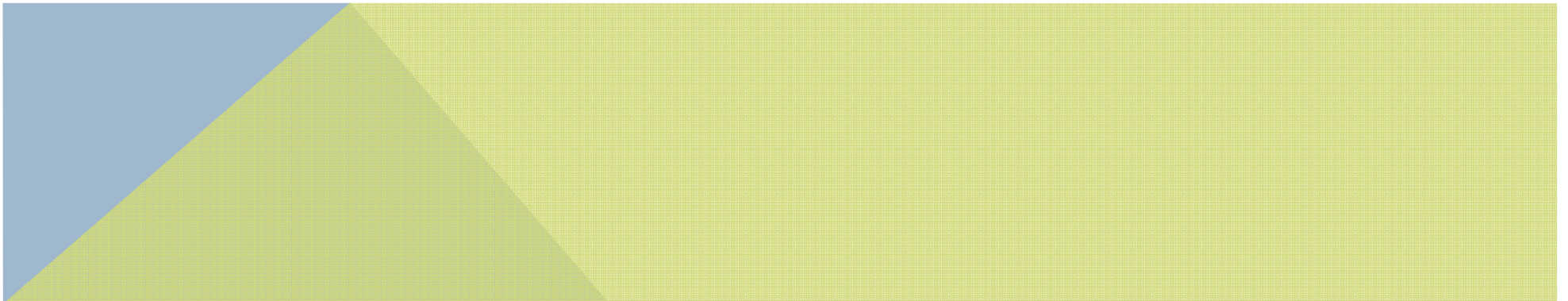
GRANT CONTRACT – Template in the CEF Handbook includes:

- **Scope of Program**
 - **Recordkeeping**
 - **Financial and Progress Reports**
 - **Legal Compliance**
 - **Public Acknowledgement**
 - **Indemnification**
 - **Lobbying prohibitions**
- 

GRANT CONDITIONS (continued)

GRANT PAYMENTS:

- Payments for awards of less than \$100,000 will be made **quarterly** on a *cost reimbursement* basis
- Payments for awards of \$100,000 or more will be made **monthly** on a *cost reimbursement* basis



GRANT CONDITIONS (continued)

REPORTING REQUIREMENTS:

Two programmatic reports will be made to explain how the grant has been used on behalf of the citizens of Davidson County

An Interim Program Report is due by February 15, 2014; and a Final Program Report is due 45 days after the end of the contract term

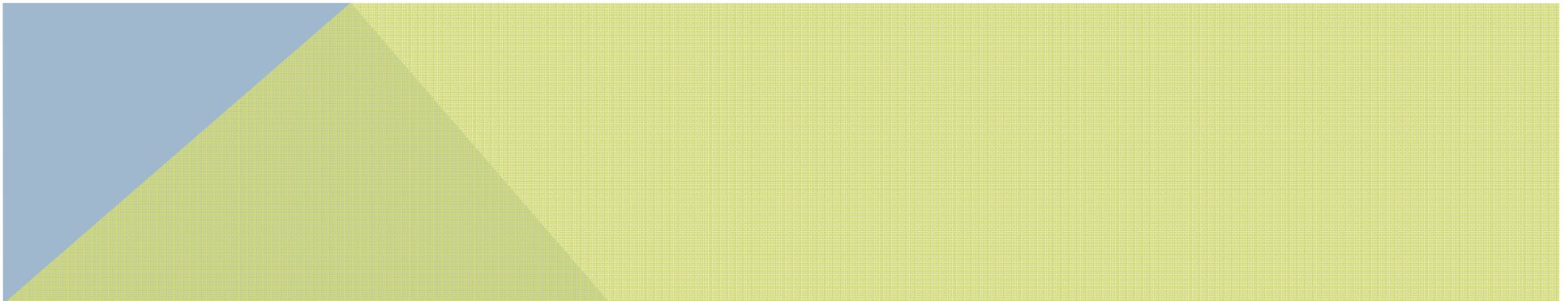
One fiscal report, the Annual Expenditure Report, will be made 45 days after the end of the contract term

GRANT CONDITIONS (continued)

CEF POLICIES AND PROCEDURES

- **CEF grant recipients must comply with current Metro Grants Manual. A copy of the Grants Manual is available at:**

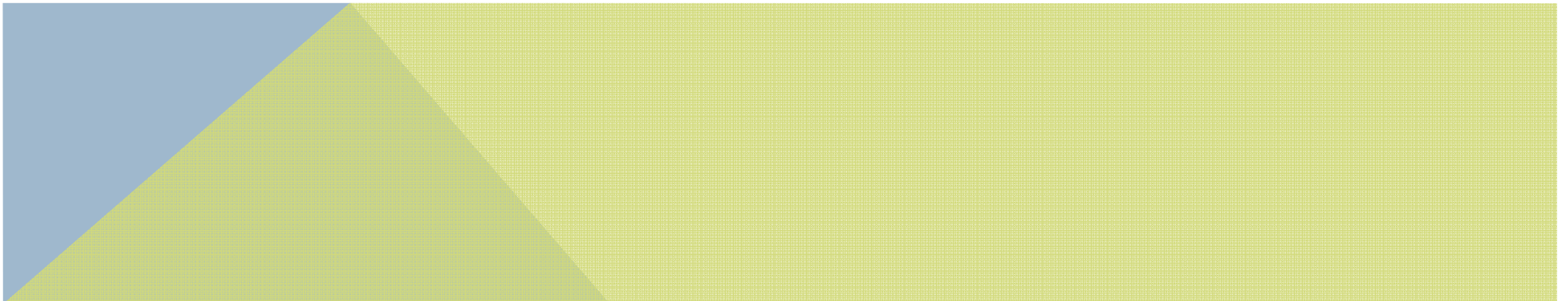
<http://www.nashville.gov/Finance/Management-and-Budget/Division-of-Grants-Coordination/Community-Enhancement-Fund-Grants-/Community-Enhancement-Fund-Resources-Main.aspx>



GRANT CONDITIONS (continued)

MONITORING:

- **All CEF grant recipients will be monitored by Metro's Office of Financial Accountability (OFA) a minimum of once a year**
- **The purpose of this monitoring is to ensure that projects are implemented in a timely manner in compliance with all applicable requirements**



HOW TO APPLY

Choose ***one*** of the 4 Service Category Funds:

- Literacy
- Domestic Violence
- Community Service
- Afterschool Programs

Applications must be received by 4:30 p.m. on
Friday, April 26, 2013 (no exceptions)

HOW TO APPLY (continued)

Applications should be hand-delivered to:

Dennise Meyers or Tonya Bowers, DGC

700 Second Avenue South, Suite 201, Nashville, TN
37210

or mailed to:

Metro Nashville Community Enhancement Fund

Dennise Meyers or Tonya Bowers, DGC

P.O. Box 196300, Nashville, TN 37219-6300

E-mail electronic copy of agency's most recent audit
and current registration status with the Secretary of
State, Division of Charitable Solicitations and
Gaming **to: fred.adom@nashville.gov**

**Note: Applications must be delivered/received (not post-
marked) and audits and current registration status with
S of S must be e-mailed/received by 4:30 on April 26.**

APPLICATION PACKET

REQUIRED DOCUMENTS:

- 1) Application Cover Sheet (Excel)**
 - 2) Program Narrative (Word Template)**
 - 3) Spending Plan (Excel)**
 - 4) Spending Plan Narrative (Word Document)**
 - 5) * Agency's most recent audit**
 - 6) * Agency's current registration status with the Secretary of State, Division of Charitable Solicitations and Gaming**
- * (sent electronically to fred.adom@nashville.gov)**

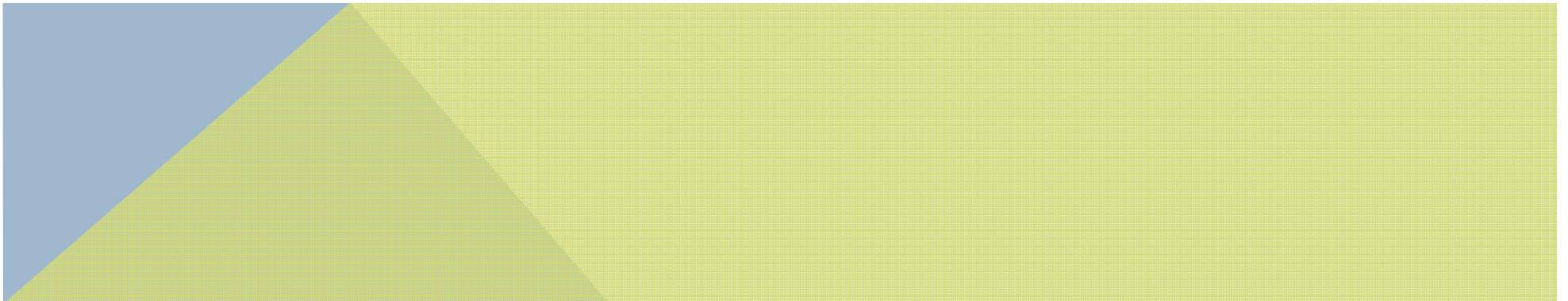
You are invited to email #5 and #6 prior to submitting your application

APPLICATION PACKET (continued)

Cover Sheet (Part 1 of 4)

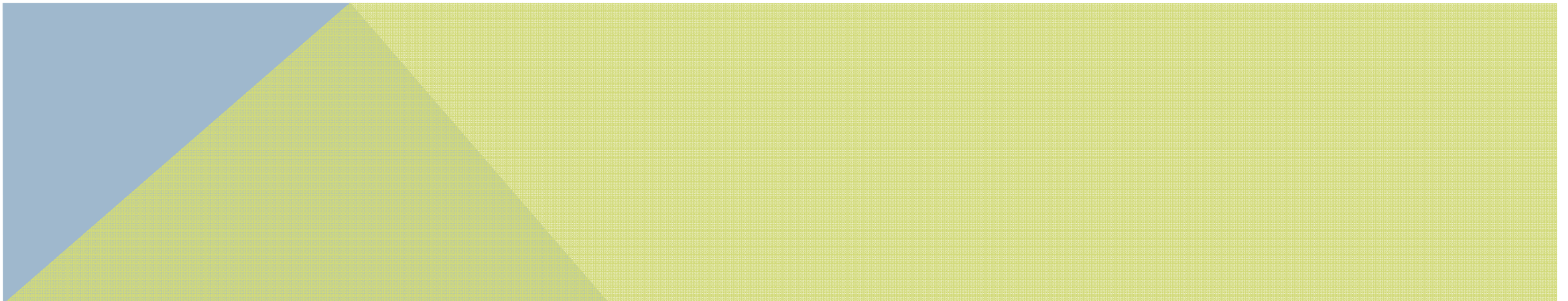
Regarding Name of Agency

- **Use the full, legal name of agency**
- **Name on IRS letter, GivingMatters**
- **Enter the name exactly as it is in those documents.**
- **If using DBA, include that as well**



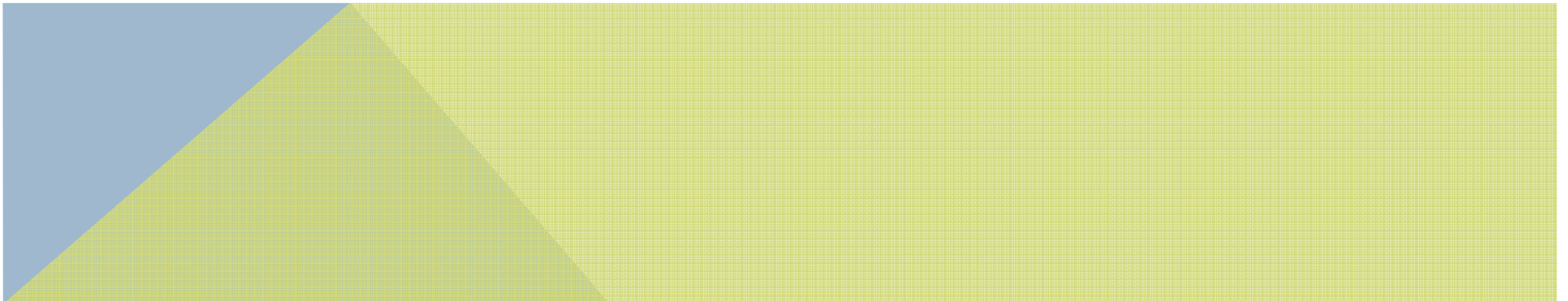
Cover Sheet (Part 1 of 4 of Application Packet)

Cover Sheet



NAME OF AGENCY - IMPORTANT

- **Only agencies represented at these trainings will be eligible to apply**
- **How did you sign in for your agency today? Did you use the full name or DBA?**
- **Please double-check before you leave that it is perfectly clear which agency you represent**



APPLICATION PACKET (continued)

Program Narrative (Part 2 of 4)

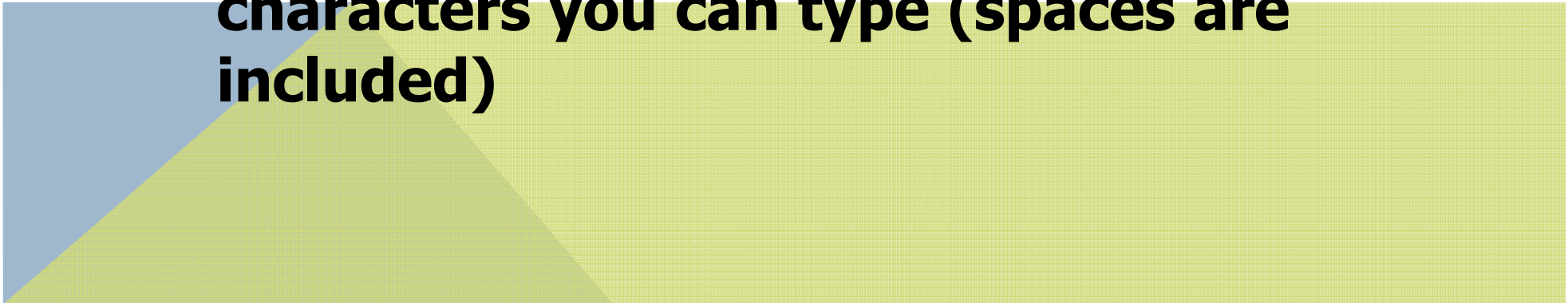
The Program Narrative consists of seven sections. Respond to the sections in the order in which they appear.

Read questions carefully

Each Program Narrative section has guiding questions to address, however do not limit your response to the guiding questions. This is a narrative, “tell your story” to fully address narrative section!

APPLICATION PACKET (continued)

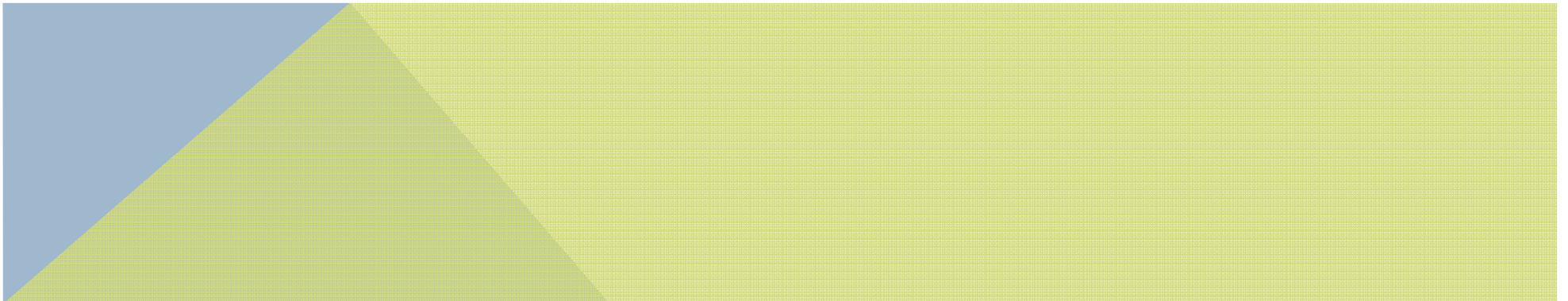
Program Narrative Template

- **A program narrative template is provided and must be used to submit your narrative**
 - **The number of characters (keystrokes) you are allowed is noted on each of the seven sections of the narrative**
 - **The template limits the number of characters you can type (spaces are included)**
- 

APPLICATION PACKET (continued)

Program Narrative Template (continued)

- You may type directly onto the template, however we suggest that you compose the information in a “word” document first since the template has no spell check features, then you can cut and paste it into the template



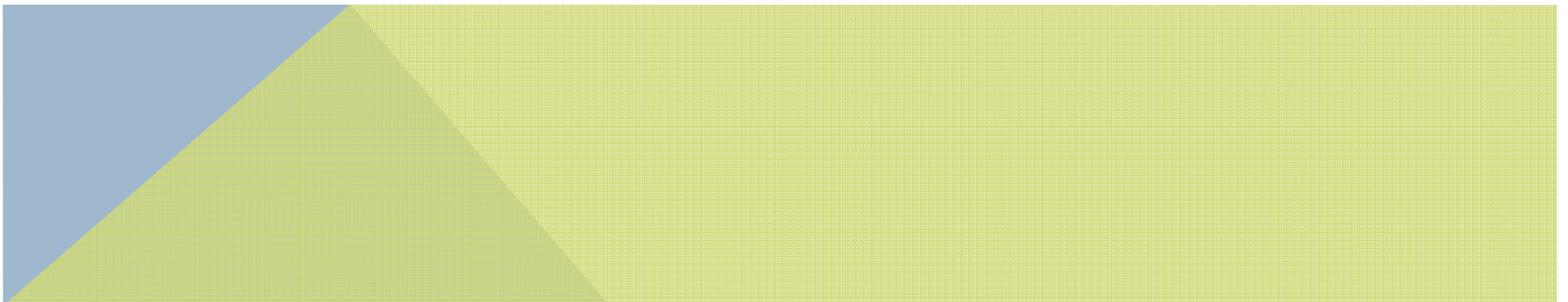
PROGRAM NARRATIVE (continued)

1. Executive Summary (0 points)

800 Keystrokes or Less

With this funding:

- **What target population will you serve**
- **What outcomes do you expect as a result of your services**
- **What services are you going to deliver**



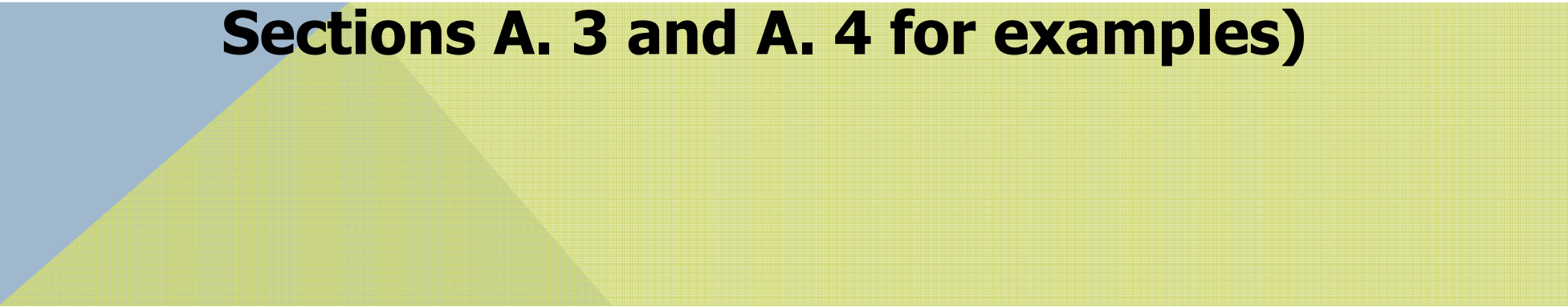
PROGRAM NARRATIVE (continued)

2. Agency Capacity and Experience (10 points) 1000 Keystrokes or Less

- **What is the agency's mission and history of providing quality services in Nashville or Davidson County**
- **What are the backgrounds, roles and responsibilities of key management and program staff**
- **Include any honors or special achievements agency has received**

PROGRAM NARRATIVE (continued)

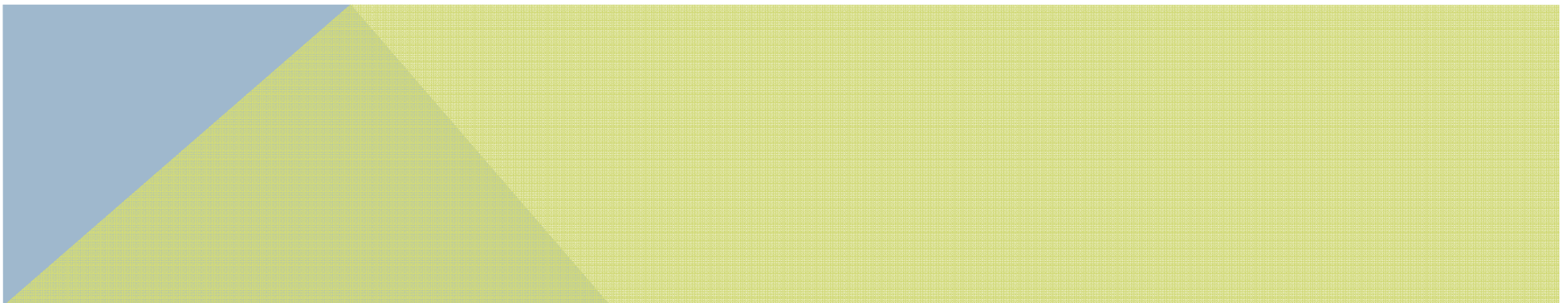
3. Problem and Target Population (15 points) 1200 Keystrokes or Less

- **Provide the characteristics of the target population (and how it fits the definition of the Service Category)**
 - **How you will document that beneficiaries are residents of Davidson County (See Contract Template, Sections A. 3 and A. 4 for examples)**
- 

PROGRAM NARRATIVE (continued)

Problem and Target Population (continued)

- **Provide evidence supporting a clearly defined problem or need for the services you will provide (what is the source of that evidence)**
- **Community Service Applicants: How you will document that beneficiaries are economically needy**



PROGRAM NARRATIVE (continued)

Population Description – Be Specific

- Describe your target populations in terms of demographics, geography (neighborhoods, schools, areas of the County, etc.), or other important socio-economic indicators. Describe their challenges.
- Where possible, make comparisons with the areas' "average population"
- You may want to try sites like City-Data.com for general information about the County's population or MDHA's consolidated plan to reference areas of documented need (Nashville-mdha.org)

PROGRAM NARRATIVE (continued)

4. Service Gaps (15 points)

800 Keystrokes or Less

- **What services are Metro departments providing, if any, to the target population**
- **How do you currently coordinate with Metro service providers**
- **How will the proposed service fill a gap in the service(s) provided by Metro and/or by the overall service delivery system**

PROGRAM NARRATIVE (continued)

5. Program Design (25 points)

4700 Keystrokes or Less

- **How will your program respond to priorities described in the Service Category definition**
- **What is the unduplicated number of people intended to be served by the CEF grant**
- **List up to three (3) measureable outcomes (these will be used in your contract Scope of Program)**

PROGRAM NARRATIVE (continued)

Program Design (continued)

- **What services or activities will be provided to achieve those outcomes**
- **Describe a typical day**
- **What is the process for collecting data and the indicators to be tracked to demonstrate the outcomes have been achieved**
- **How will you use volunteers to achieve those outcomes? (This question is for information purposes only, it will not be scored)**

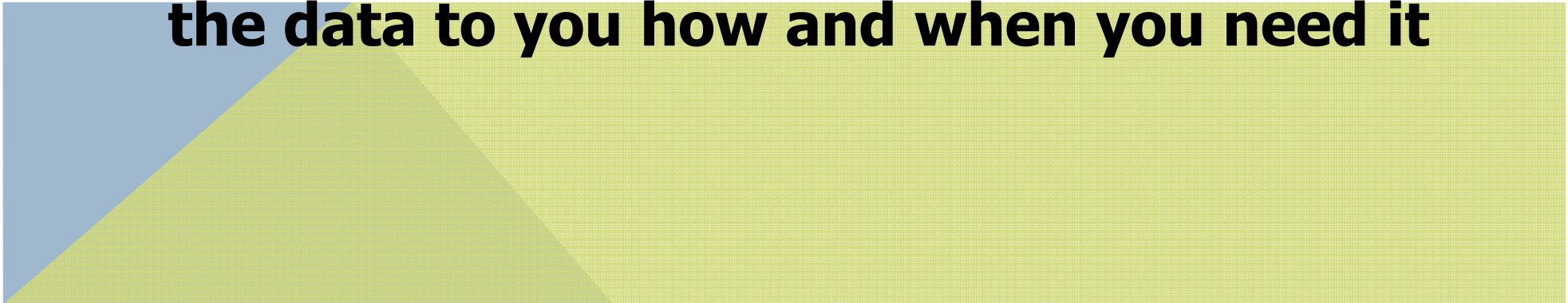
A FEW WORDS ABOUT MEASUREABLE OUTCOMES

- **List outcomes/objectives for the CEF-funded program, not the whole agency**
- **List only outcomes/objectives for this grant year (what is this CEF grant going to pay for)**
- **Remember, this FY14 CEF grant year will be July 1, 2013 - June 30, 2014**
- **Provide unduplicated numbers of people or households served. If you serve a client more than once, state that too**

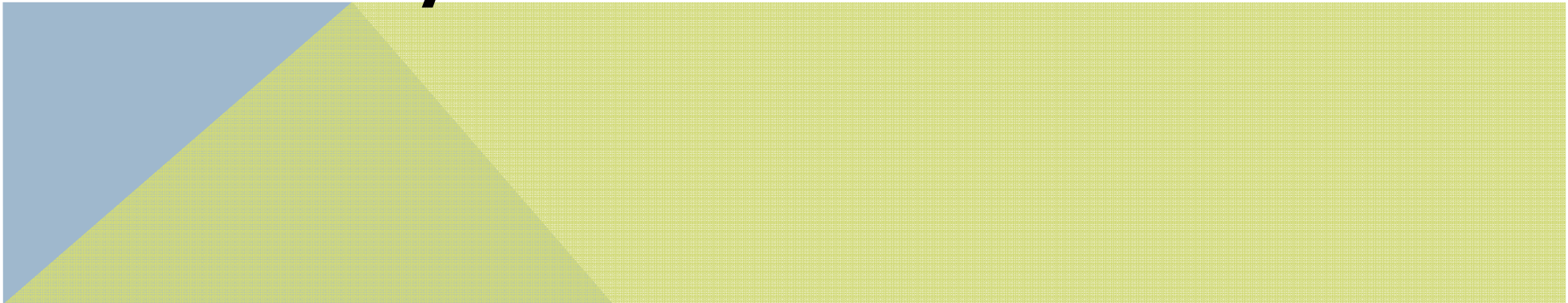
A FEW MORE WORDS ABOUT MEASUREABLE OUTCOMES

- **Beware of estimates, if you claim a certain number of people in a household, you may need to provide proof of that number. It may be better to just provide the number of households served.**
- **If you give percentages, be sure to give baseline numbers so we know what you are measuring (If 70% of the children you assist will improve their reading scores, how many children will that be? Example: 70% of 100 children)**

EVEN MORE WORDS ABOUT MEASUREABLE OUTCOMES

- **Make your objectives clear for the Reviewers and Monitors**
 - **Be sure you can measure the achievement of your objectives by the end of the grant term-June 30, 2014**
 - **If you rely on another entity to give you the data required to prove you've achieved your outcomes, be sure to have an agreement with that entity to provide the data to you how and when you need it**
- 

FINAL WORDS ABOUT MEASUREABLE OUTCOMES

- **Remember, grants monitoring by the Office of Financial Accountability (OFA) is pretty black and white...if you claim you will serve 1,021 people and you only serve 1,020 you will likely get a finding**
 - **If you cannot be certain of the exact number of people you will serve, consider providing a range and state the minimum number you will serve. OFA will check to see that you served the minimum number**
- 

BACK to PROGRAM NARRATIVE

Program Design for Afterschool Programs

For “Afterschool Programs” - Describe how they will align with NAZA

Program Design Factors:

- **Health, Safety and Environment**
 - **Relationships**
 - **Programming and Activities**
 - **Staffing and Professional Development**
 - **Administration**
- **Note: There is an extra section in the application to address these factors (2000 characters) This space cannot be used for any other purpose or Service Category! All applicants should then proceed to complete Questions #6 and #7**

PROGRAM NARRATIVE (continued)

6. Leveraging and Collaboration (10 points)

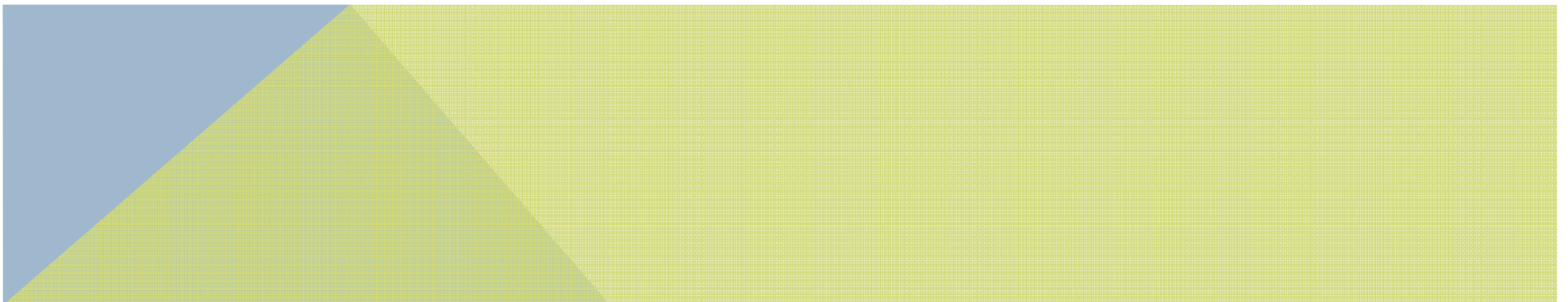
1200 Keystrokes or Less

- **Describe collaborative relationships your Agency has or will have with other community Agencies that will enable you to be successful with CEF grant funds**
- **What roles will/do each of you play**
- **If services are being provided by another Agency pro-bono, name that Agency and give the approximate dollar value of those services**

PROGRAM NARRATIVE (continued)

Leveraging and Collaboration (continued)

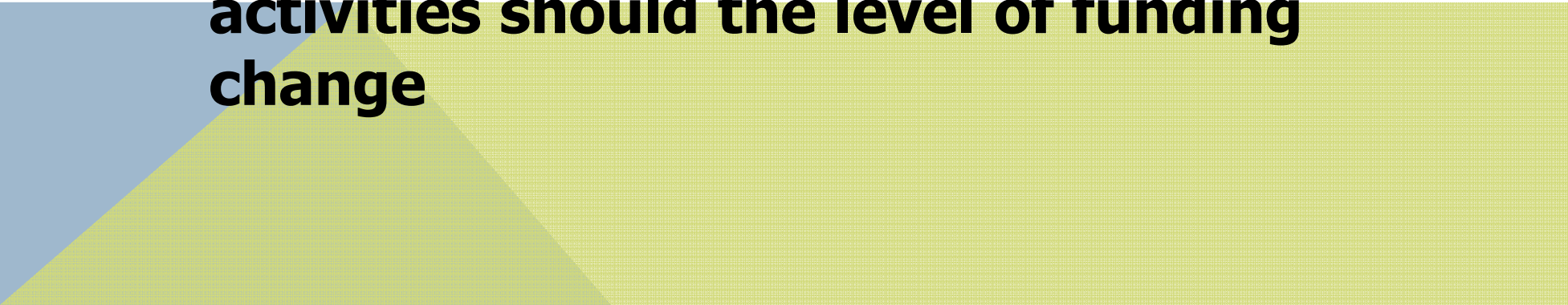
- **If you exchange your services for another Agency's services, please describe how**
- **If you have MOAs/MOUs or other formal agreements, mention them**



PROGRAM NARRATIVE (continued)

7. Sustainability (10 points)


800 Keystrokes or Less

- **Describe your efforts to increase and/or diversify program resources**
 - **What are your strategies for capacity building**
 - **How will you continue these services or activities should the level of funding change**
- 

APPLICATION PACKET (continued)

**SPENDING PLAN (Part 3 of 4)
and SPENDING PLAN NARRATIVE (Part 4
of 4) = 15 points**

**Use the provided excel spreadsheet for
the Spending Plan and the word
document for the Spending Plan
Narrative. Both are available on our
website under “Recipient Toolbox”.**



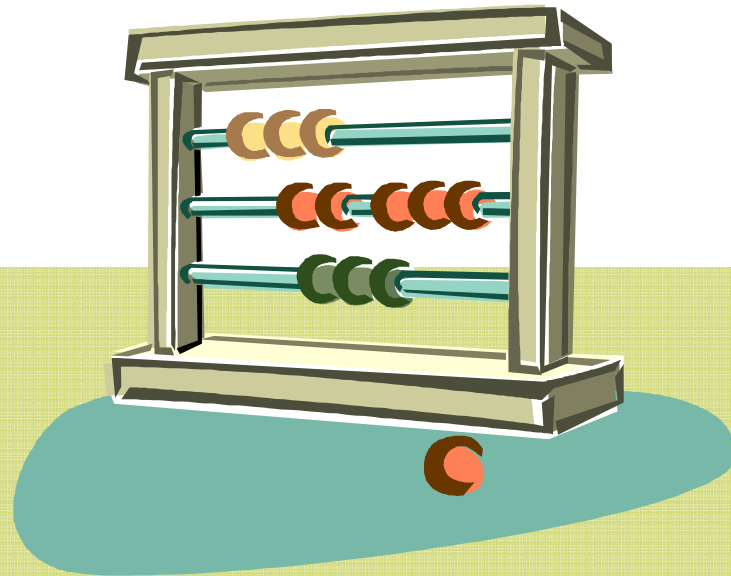
SPENDING PLAN

- Provide a realistic estimate of how much money is needed from Metro Government for this program
- Include funds which are absolutely essential for the program
- In the “**Other Metro and Non-Metro Funds**” column, include **ONLY** funds to be used for the **specific program you are applying for**
- Spending Plan will be reviewed for cost effectiveness and direct relationship between planned expenditures and client outcomes
- Round all amounts to ***nearest \$100*** dollars

SPENDING PLAN (continued)

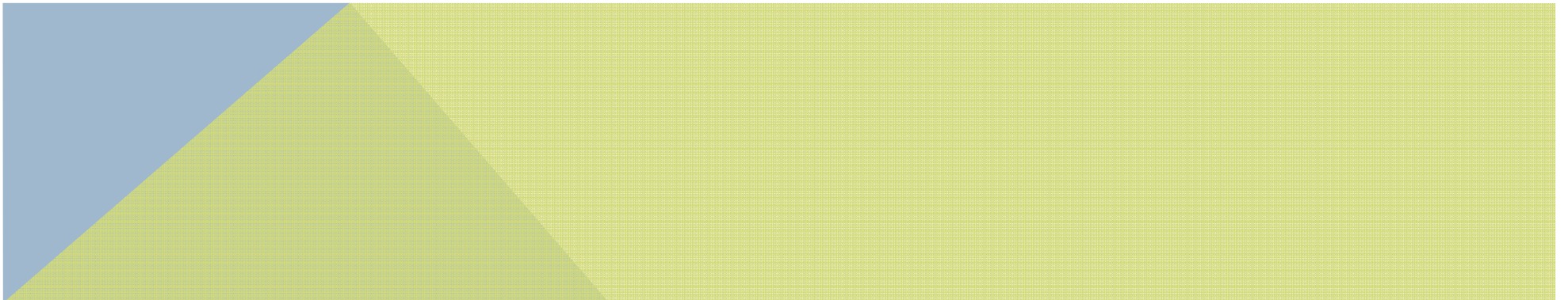
Funds requested should be optimum needed to operate the program

Check your Math!!



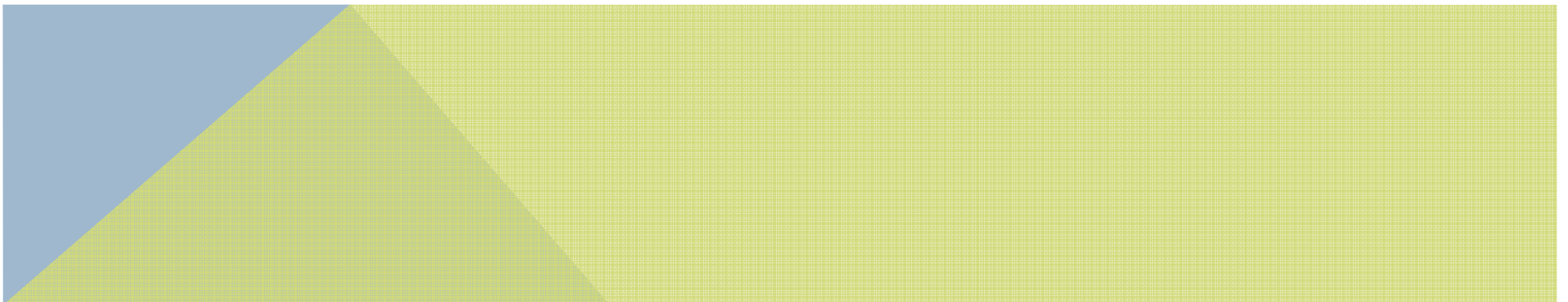
Spending Plan (Part 3 of 4 of Application Packet)

Spending Plan



SPENDING PLAN NARRATIVE

- **Supports items and clarifies a budget item whose relationship to the proposal narrative is not obvious**
- **Justifies or explains each Spending Plan item, relates it to project activities, and demonstrates that all costs are reasonable**
- **Explains how you arrived at costs**



APPLICATION REVIEW PROCESS

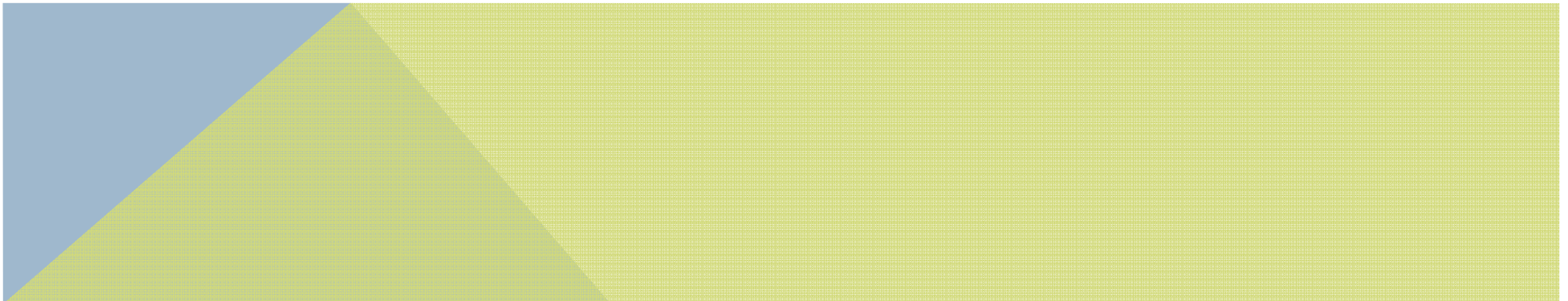
- **DGC and OFA Staff screen for requirements. “Screen-outs” are confirmed by the Steering Committee**
- **Reviewers, selected by Steering Committee and approved by the Mayor, read and score applications, using the Scoring Matrix available on our website**
- **Panels meet and develop list of funding recommendations**
- **Funding recommendations take into account scores or rankings, the extent to which beneficiaries may be underserved, etc.**

Reviewer Scoring Matrix (on website – just fyi)

Reviewer Scoring Matrix

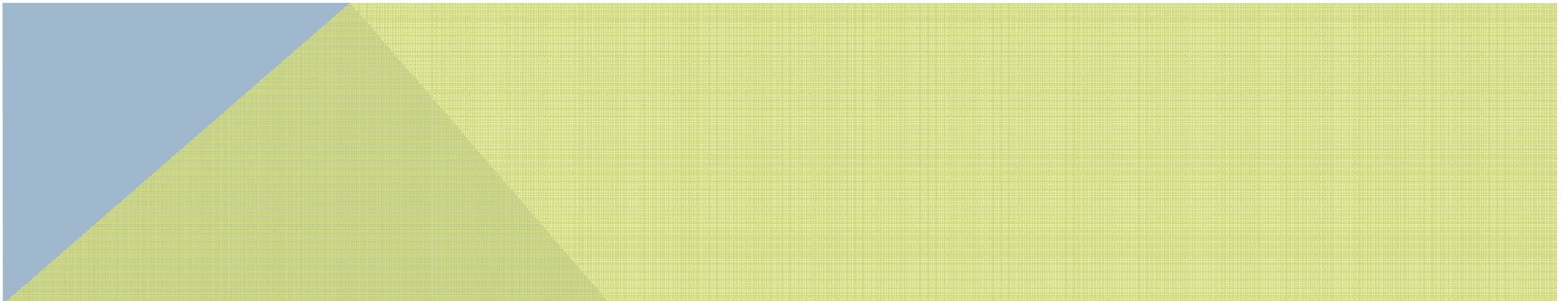
COMMUNITY ENHANCEMENT FUND PROCESS – KEY DATES

- **April 2-3 Applicant Training**
- **April 26 Non-profits submit applications**
- **April 29 – May 8 Applications screened by DGC and OFA staff**
- **May 9 CEF Steering Committee meets to rule on applicants screened out as ineligible**

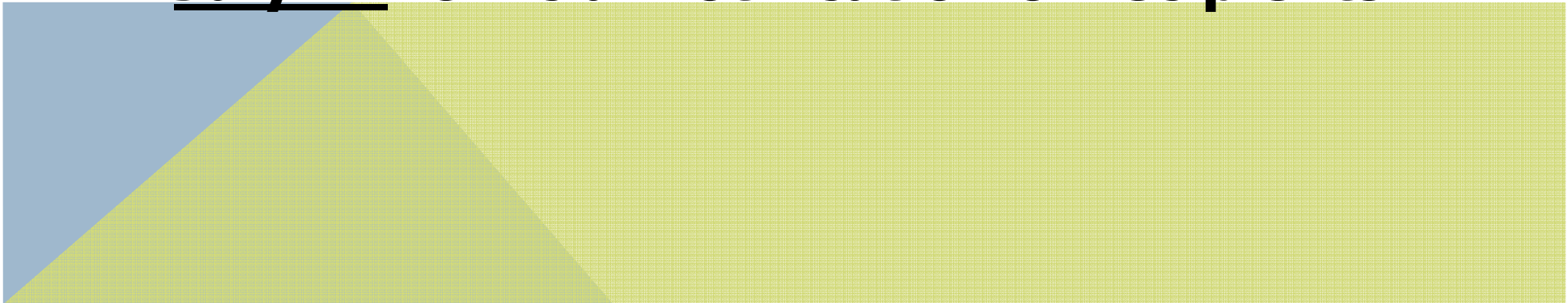


COMMUNITY ENHANCEMENT FUND PROCESS – KEY DATES (CONTINUED)

- **May 13 Notification to Applicants screened out as ineligible (Note: there is no appeal process for applications screened out as ineligible.)**
- **May 14 Eligible applications submitted to CEF Reviewers**
- **May 14 - June 4 Reviewers read and score applications**



COMMUNITY ENHANCEMENT FUND PROCESS – KEY DATES (CONTINUED)

- **June 18-20** Review Panels meet for funding decisions (**applicants are encouraged to attend**)
 - **June 26** Reviewers' funding recommendations are sent to the Mayor
 - **July 16** Council action on grant awards
 - **July 22** Official notification of recipients
- 

COMMUNITY ENHANCEMENT FUND PROCESS – KEY DATES (continued)

July 2013

- **List of FY14 CEF Recipients are submitted to Metro Clerk for publication in a newspaper of general circulation**
- **Request and collection of “additional documents” from recipients**

July 30, 2013

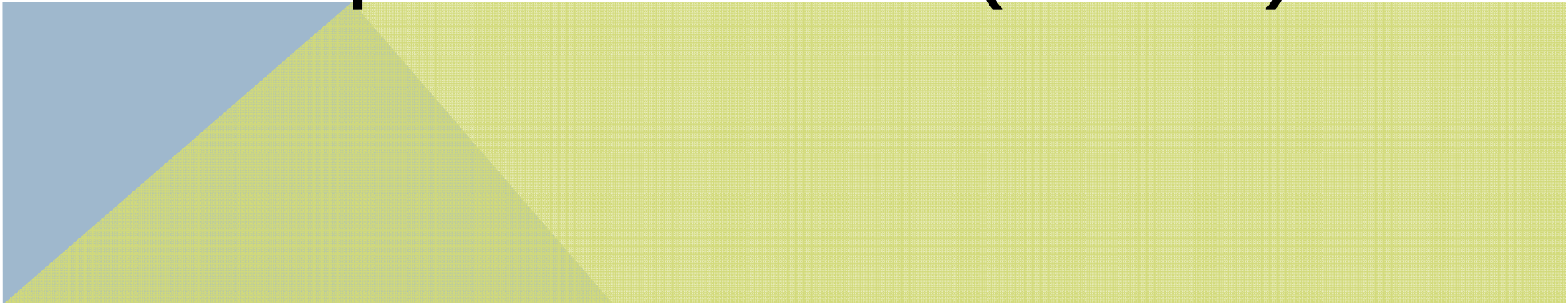
Training for recipients on grant management, accountability, and invoicing

August-September 2013

DGC develops and executes grant agreements with recipients

“ADDITIONAL DOCUMENTS”

Will request from recipient prior to Contract development:

- **Signed Certifications of Assurance**
 - **Completed Recipient Contact Information Form**
 - **Most recent Annual Report (or approved equivalent documents)**
 - **Completed Metro Short Vendor Application (if needed)**
 - **Completed ACH Wire Form (if needed)**
- 

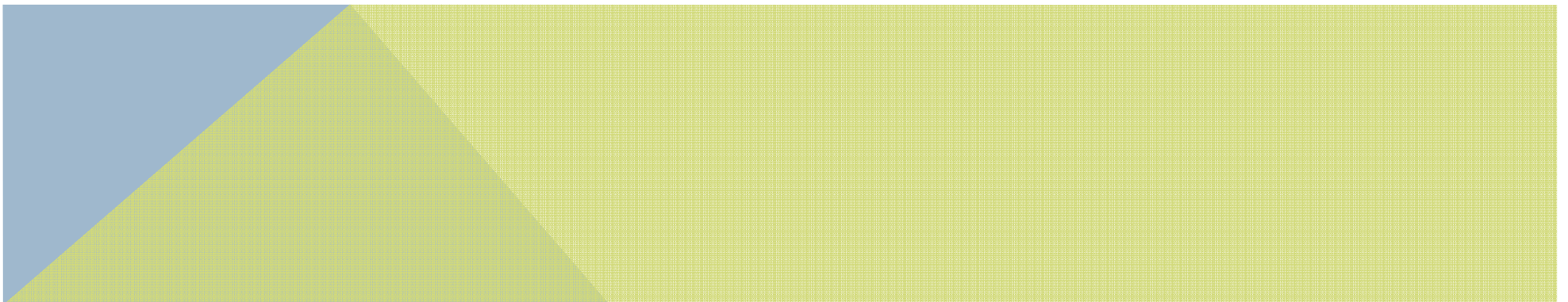
CONTRACTING PROCESS

- **DGC works with recipients to draft the grant contracts, and forwards them to the recipients for signatures**
- **The contract Scope of Program will be taken directly from the three primary measurable outcomes listed in Q. 5 “Program Design” in the Program Narrative (App. Part 2 of 4) of the application**

CONTRACTING PROCESS (CONTINUED)

Scope Changes:


- **Applicants may be awarded an amount different from the amount they requested**
- **In such a case, DGC will work with them to revise their proposed Program Narrative (measurable outcomes), Spending Plan and Spending Plan Narrative**



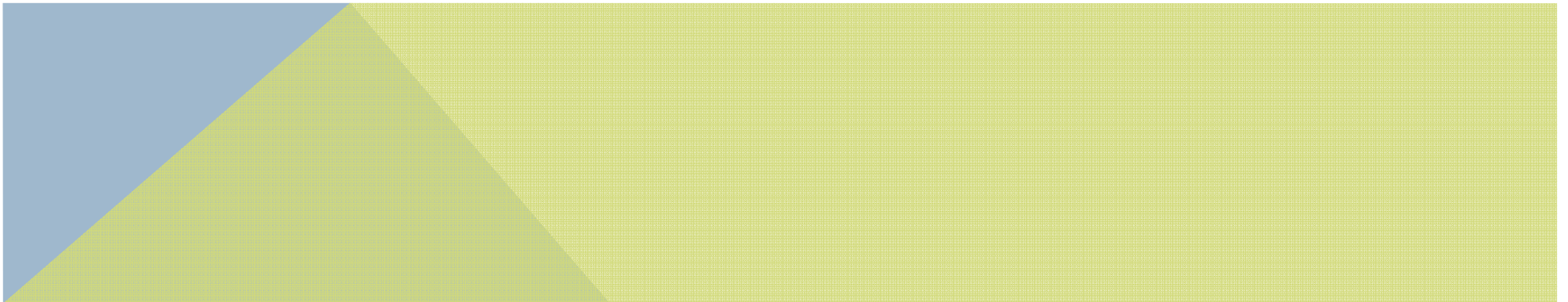
CONTRACTING PROCESS(CONTINUED)

- **Upon receipt of the signed contract from the recipient, DGC prepares the contract for Metro approvals, attaching a copy of the four-part grant application, along with any amendments (if applicable).**
- **DGC forwards the contract and the attachments to the Director of Finance for approval**
- **The Director of Finance signs the contract and forwards to Metro Legal**

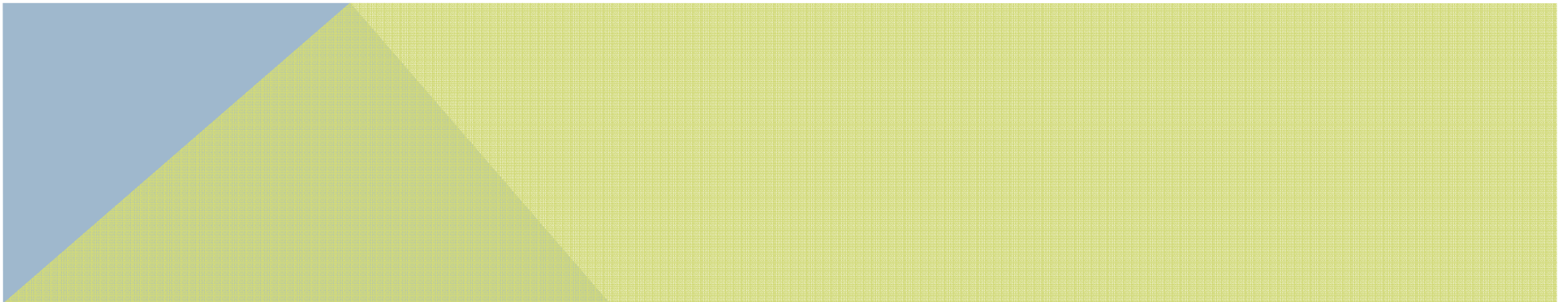
CONTRACTING PROCESS (CONTINUED)

- **Metro Legal signs the contract and forwards it to the Metro Clerk for filing**
 - **The Metro Clerk signs and files the contract. DGC sends a pdf of the fully executed contract to the recipient via e-mail**
 - **The recipient may then submit invoice to Metro Payment Services for payment in accordance with the payment terms of the contract**
- 
- A decorative graphic at the bottom of the slide consisting of a light blue triangle on the left and a light green trapezoid on the right, both pointing towards the center.

QUESTIONS AND ANSWERS



FY 14 CEF WEBSITE



**Thank you for your
participation today!**

